

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

STATEMENT OF WORK

PROGRAM OFFICE SUPPORT SERVICES

A.1 BACKGROUND

USAID/Bangladesh has more than 40 Mission Orders that outline processes and procedures to be followed at the mission to implement USAID Agency guidance published in the Automated Directive System (ADS). Many of these Mission Orders were written several years ago and no longer reflect current Agency guidance or new procedures adopted at the mission.

A.2 OBJECTIVE

USAID/Bangladesh needs to have updated Mission Orders that reflect current Agency ADS guidance. These updated Mission Orders will provide a common understanding among mission employees about mission processes.

A.3 STATEMENT OF WORK

The primary purpose of this project is to hire a short-term consultant to review 12 to 15 current USAID/Bangladesh Mission Orders related to Agency ADS policy and Mission internal procedures and revise individual Mission Orders to reflect current Agency policy, propose deletion of unneeded or unnecessary mission orders, or draft new Mission orders to address revised mission procedures not already included in another mission order.

Specifically the contractor shall:

- Review ADS and other Agency guidance related to the 100 series (Agency Organization and Legal Affairs) and the 200 series (Programming) and current Mission Orders associated with ADS 100 and 200 series.
- Review current series 100 and 200 Mission Orders not to exceed 15 against the guidance and mission internal procedures and revise Mission Orders as required to address updated policy and procedures. The Program Office at USAID/Bangladesh will identify the Mission Orders to be reviewed.
- Revise designated Mission Orders to address gaps in mission policy/procedures.
- Prepare action memorandum(a) for Senior Management review and approval of revised Mission Orders.
- Develop presentations for USAID/Bangladesh staff for the roll out of revised Mission Orders.
- Deliver training to Mission staff on revised Mission Orders.
- Revise Mission Orders to accommodate any additional questions/comments that may arise from the presentations/training.

The Contractor will be expected to accomplish these tasks through consultations and meetings with Mission staff to review internal procedure needs and identify areas for improvement.

The contractor will work under the direction of the Mission Program Office Director.

A.4 DELIVERABLES

The expected deliverables are:

- Within the first week of signing the contract, submit an action plan for approval from the Mission Program Office Director.
- At the beginning of the contract, conduct consultations on internal procedures at the USAID/Bangladesh not to exceed two weeks. The Program Office Director will advise on the number of consultations and who should be included in the consultations.
- Review, revise, and write up to 15 Mission Orders, and related action memoranda for the revised Mission Orders.
- Over a one week period, present all of the new and revised Mission Orders to the Bangladesh Mission.

A.5 CONTRACTOR EVALUATION CRITERIA

The contractor will be evaluated on the following technical knowledge and work experience.

- The contractor must have superb writing skills. The incumbent will be evaluated on their ability to clearly communicate complex procedural and conceptual information to professional development audiences related to the planning, implementation, monitoring and evaluation of development programs.
- The contractor must possess (demonstrate) knowledge of USAID strategies, policies and procedures, and also demonstrate an ability to apply this to the operational context of overseas programs especially those related to the program cycle (ADS 200 series) and Agency organization (ADS 100 series).
- The contractor must have knowledge of USAID programs and demonstrate a basic understanding of how USAID works across sectors and program areas. The contractor will be evaluated on his/her familiarity with USAID overseas operations, especially those related to the development and implementation and evaluation of programs in developing countries.

A.6 WORK SCHEDULE

The contractor will initiate work within five business days of signature of the Purchase Order, unless otherwise agreed to in writing by USAID. The regular work week at the USAID Mission in Dhaka is Sunday – Thursday; 8:00 am to 4:30 pm, which may require the selected candidate to be available for calls during USAID/Bangladesh's regular working hours.

A.7 PERIOD OF PERFORMANCE

Total time period to complete all tasks stated in the deliverables is four months after start date unless a different delivery date is agreed upon with the contracting officer.

A.8 ADDITIONAL INFORMATION

The submission packet should include the following:

1. CV
2. Budget
3. Brief writing sample (not more than 5 pages) that demonstrates ability to craft clear and effective guidance or summary information for general audiences.